

University of Arkansas – Fort Smith

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General Syllabus

OMT 299V Office Management Technology Special Projects

Credit Hours: Variable 1-3 credits

Prerequisite: consent of department head

Effective Semester: Summer I 2015

I. Course Information

A. Catalog Description

Designed for the advanced OMT student who has completed or enrolled in all other appropriate OMT courses offered at UAFS. May be repeated for a total of six hours.

II. Student Learning Outcomes

A. Subject Matter

Upon completion of this course, the student will be able to work in a variety of areas that pertain to office management

B. University Learning Outcomes

This course enhances student abilities in the following areas:

Global and Cultural Perspectives

Students will reflect upon cultural differences and their implications for interacting with people from cultures other than their own.

Communication Skills

Students will compose coherent documents appropriate to the intended audience.
Students will effectively communicate orally in a public setting.

Technological Skills

Students will be able to use technology to access information. Students will use appropriate technology to analyze and evaluate data.

Analytical Skills

Students will access and evaluate appropriate information through written and electronic means. Students will think critically to reach viable solutions to a problem and to justify those solutions.

Ethics

Students will apply ethical concepts and rules to determine viable alternatives in any given situation.

III. Major Course Topics

Individualized for each course.